

## State Personnel Application Process – An Overview

Satellite Conference and Live Webcast  
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Produced by the Alabama Department of Public Health  
 Distance Learning and Telehealth Division

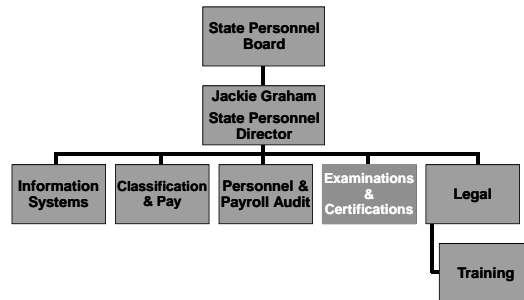
## Faculty

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 State Personnel Department

## Who Are We??

- The State Personnel Department (SPD) was created by the State Merit System Act of 1939
- SPD is tasked with creating and administering valid, legally-defensible selection devices in a timely manner and identifying the best-qualified, available applicants to fill job vacancies

## Who Are We???



## Basic Terminology

- **REGISTER:**
  - A ranked or banded list of all applicants that met the minimum qualifications for a job
- **CERTIFICATION:**
  - The top 10, or more if there are ties, individuals on the register that are “certified” to a department or agency for consideration

## Basic Terminology

- **TEST or EXAMINATION:**
  - Any objective method or device used to evaluate and rank job applicants for further employment screening

### Basic Terminology - Announcements

- **CURRENT:**
  - Announced for recruitment with a specific closing date for the submission of applications (Typically 3 weeks)

### Basic Terminology - Announcements

- **CONTINUOUS:**
  - Announced without a definite closing date
  - Applications can be submitted at any time and examinations are administered periodically during the year

### Basic Terminology - Announcements

- **OPEN-COMPETITIVE:**
  - Open for application to all individuals who meet the announced minimum qualifications

### Basic Terminology - Announcements

- **PROMOTIONAL:**
  - Open only to State employees who have permanent state in a classified Merit System position, typically in 1 or more specific classifications

### How to Apply



### How To Apply

- Apply by submitting an application by mail, fax, or online
  - [www.personnel.alabama.gov](http://www.personnel.alabama.gov)
- You must submit a separate application for each position - including options associated with the same job title
- Do not forget that you must also submit an application for promotional opportunities

## What Next?

Below are resources to help you become a State of Alabama employee and a check list to walk you through the process.

**Steps for a career:**

**Step One - Apply by completing an application and apply in person, by mail, via fax or online. *Think!***

- State Applications
- Degree Acceptance Policy
- Pay Plans Salary Schedules
- Create a Profile, Find a Job and Apply Online

**Step Two - Receive your rating by one of these methods: testing, training and experience or skills evaluation.**

- How to Prepare Guides
- Exam Center Locations
- Weekly Exam Status Report
- Weekly Testing Schedule

**Step Three - Pursue a career with an interview by various state agencies with a possible job offer appointment to the position.**

- Receive Standings log in and view your standings
- State Employment Guide
- State Careers
- Information Technology Careers

**Applicant Resources and Additional Help**

- Frequently Asked Questions
- Application Process
- Alison State Personnel

## What Next?

- **An agency/department that is ready to fill a position requests a certification from SPD**
- **SPD certifies the top 10 applicants and any ties**
- **The agency/department determines which applicants to interview or consider for the position, and to ultimately hire**
- **Please Note: an individual's rank on a continuous register may change often**

## QUESTIONS???

**State Personnel Department**  
**[www.personnel.alabama.gov](http://www.personnel.alabama.gov)**  
**(334) 242-3389**